

AFRICAN UNION		UNION AFRICAINE
الاتحاد الأفريقي		UNIÃO AFRICANA
UNIÓN AFRICANA		UMOJA WA AFRIKA
AFRICAN COURT ON HUMAN AND PEOPLES' RIGHTS COUR AFRICAINE DES DROITS DE L'HOMME ET DES PEUPLES P.O. Box 6274 Arusha, Tanzania – Telephone: +255 272 510 510 Website: www.african-court.org / Email: registry@african-court.org <u>REGISTRY OF THE COURT</u>		

AFCHPR/PTS/2026/136

Date: 16 October 2026

REQUEST FOR EXPRESSION OF INTEREST (REOI)
DATABASE OF PREQUALIFIED INDIVIDUAL CONSULTANTS

OFFICE CLERK

1. BACKGROUND

The African Court on Human and Peoples' Rights (the Court) is a continental judicial institution established by Member States of the African Union (AU) to ensure the protection of human and peoples' rights across Africa. The Court complements and reinforces the functions of the African Commission on Human and Peoples' Rights. Established pursuant to Article 1 of the Protocol to the African Charter on Human and Peoples' Rights on the Establishment of an African Court on Human and Peoples' Rights (adopted in June 1998 in Ouagadougou, Burkina Faso, and entered into force on 25 January 2004), the Court maintains its seat in Arusha, United Republic of Tanzania.

(For further details, please visit: <https://www.african-court.org/afchpr/>)

2. OBJECTIVE OF THE CONSULTANCY

To update its roster of qualified experts, the Court invites eligible individual consultants to submit Expressions of Interest (EOI) to provide Consultancy Services for post of Office Clerk to work during the Court's Ordinary Sessions.

3. SCOPE OF WORK AND KEY DELIVERABLES

The Court is looking for a reliable, hardworking, and well-presented Office Clerk to maintain a clean office environment, prepare refreshments, and provide basic administrative support to the Judges and staff during the Court Sessions.

The Office Assistant/Tea Lady will provide reliable office support and kitchen services at the Institute.

Under the Head of the Finance and Administrative Division, with the overall supervision of the Senior HR & Adm. Officer, and direct supervision of the Administrative Assistant, the Consultant will undertake the following responsibilities:

KEY DUTIES AND RESPONSIBILITIES

- i. Refreshment Duties: Prepare tea for Judges and staff during sessions in the required tea stations;
 - Prepare and serve tea, coffee, and water to Judges staff, and official visitors if any during session in a professional manner;
 - Ensure outsourced meals are served; take stock of delivered meals
 - Collect all related service paraphernalia, cutlery, washing them up and putting them away;
 - Ensure all serving points are clean and hygienic at all times;
 - Preparing coffee to specific Judges during the Session;
 - Arranging and serving tea to both the judges and staff servicing the Session and ensuring that everything is in order before the session starts;
 - Serving snacks to Judges and staff;

- ii. Pantry Management: Keep the kitchen and pantry clean, tidy, and fully stocked. Monitor inventory levels for tea, sugar, milk, and cleaning supplies;
 - Transporting kitchen equipment and all other utensils to and from the Session room and the other serving points on time;
- iii. Office Cleanliness: Ensure the Session room, and common space (service point for staff remain neat, clean, and organized throughout the day;
 - Keep stock of kitchen consumables and order/re-order when necessary;
 - Keep stock of all kitchen equipment and cutlery; record and report any damages;

Office Support:

- Transporting kitchen equipment and all other utensils to and from the Session room and the other serving points on time;
 - Ensure the offices, meeting rooms are clean and all relevant equipment are in good working condition.
 - Organize serving tables and surfaces in an orderly manner
- iv. Supplies Management: Help receive and organize office supplies after purchase and delivery at the office for proper storage.
 - Report any defects;
 - Performs any other duties as may be delegated by your supervisor

4. EDUCATIONAL QUALIFICATIONS

- i. Education: Minimum of an Advanced level Secondary School education
- ii. A higher qualification will be an added advantage
 - A certificate in hospitality, food and beverage service, catering services or equivalent will be an added advantage.
- iii. Health/Safety: Must be in possession of a valid food Handlers Certificate from a recognized authority

5. WORK EXPERIENCE

- A minimum of two (2) years of relevant professional experience in a similar office setup or hospitality role
- Working with African Union organs, regional bodies, or international organizations is strongly preferred.

6. REQUIRED COMPETENCIES AND SKILLS

- Good communication skills.
- Has adequate comprehension skills and understand instructions
- Maintain high standards of confidentiality and is highly trustworthy
- Ability to perform a variety of standard office related tasks
- Good interpersonal, Communication and Organizational skills
- In addition, to the professional qualifications, successful candidates will be required to meet the expectations of good conduct
- Trustworthy, polite, highly organized, and physically fit to handle routine support duties.
- Consistently approaches work with energy and a positive, constructive attitude.
- Good time management and punctuality
- Professional etiquette, courtesy, and a neat appearance.
- Knowledge of food hygiene, cleanliness, and safe handling of refreshments.
- Focuses on result for the client and responds positively feedback.
- Ready to work under pressure.

7. LANGUAGE: REQUIREMENTS

- Fluency in written and spoken communication in at least one of the official AU working languages (Arabic, English, French, Portuguese, Swahili or Spanish).
- Working knowledge of an additional AU language is an added advantage.

8. DURATION OF ASSIGNMENT

- Qualified consultants admitted to the roster will be engaged under short-term, time-based arrangements during two Court's sessions that run for a period of four weeks each.

9. CONSULTANCY FEE

- The consultant shall be issued with a time-based Contract at standard institutional rates.

10. APPLICATION PROCEDURE

Interested candidates are requested to submit the following:

- Academic & Professional Certificates: Copies of relevant diplomas and certificates uploaded via the application portal.
- Curriculum Vitae (CV): A detailed CV highlighting relevant work experience.
- Supporting Documents: Official proof/certificates of previous employment related to the assignment.
- Copy of LC 1 recommendation letter duly signed

11. SUBMISSION DEADLINE

- Applications must be submitted electronically through the portal no later than 15 November 2026 at 17:00 local time (GMT+3).
- **Quotations must be returned to:**

Email: tender@african-court.org

(The maximum size of attachments is 25 MB. If the size of your attachment exceeds 25 MB, please send it over several emails.)

Request for clarification;

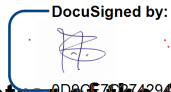
Bidders requesting clarification of the items, technical requirements or conditions stipulated in this REOI shall communicate in writing with African Court office through the email address: procurement@african-court.org

12. IMPORTANT INFORMATION

- Only shortlisted candidates meeting all specified criteria will be considered for inclusion in the Court's Database of Consultancy Services for Office Clerk.
- Inclusion in the Database shall not constitute a commitment or guarantee of a contract award by the Court.
- Incomplete applications or applications missing any of the required supporting documents, including a CV, academic certificates, and recommendation letter, shall not be considered for evaluation.
- The African Union is an equal opportunity employer; female candidates are strongly encouraged to apply.

Dr. Robert Eno

DocuSigned by:



Registrar of the Court